



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
U.S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO:  
5060  
I MEF/SGTMAJ  
JUL 7 2016

LETTER OF INSTRUCTION 14-16

From: Commanding General, I Marine Expeditionary Force  
To: Distribution List

Subj: LETTER OF INSTRUCTION (LOI) FOR THE CHANGE OF COMMAND CEREMONY FOR THE  
COMMANDING GENERAL I MARINE EXPEDITIONARY FORCE (I MEF)

Ref: (a) MCO P5060.20 Drill and Ceremonies Manual

Encl: (1) Rehearsal and Meeting Times  
(2) Ceremony Diagram (to be published separately)  
(3) Sequence of Events (to be published separately)  
(4) Detailed POA&M (to be published separately)

1. Situation. On 27 July 2016, I MEF will conduct its Change of Command Ceremony where Lieutenant General (LtGen) Berger will relinquish command to LtGen (Sel) Craparotta. The ceremony will take place aboard Camp Pendleton, California at the 11 Area Parade Field. Military and civilian personnel, their families and guests are cordially invited to attend. The uniform for spectators and guests is the uniform of the day or appropriate civilian attire.

2. Mission. At 1000, 27 July 2016, I MEF will conduct a Change of Command ceremony where LtGen Berger will relinquish command of I MEF to LtGen (Sel) Craparotta in order to continue clear command and control of I MEF.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Concept of Operations. The execution of the I MEF Change of Command Ceremony will be a five-phased event.

(a) Phase I. Planning: I MEF assumes responsibility to coordinate with Commanding General (CG) Marine Corps Installation-WEST (MCI-WEST) Marine Corps Base (MCB) Camp Pendleton and I MEF major subordinate commands (MSCs) for the requirements necessary to support the Change of Command Ceremony. All planning conferences will be conducted in the I MEF CG conference room. The initial planning conference was held on 16 June 2016 and the mid-planning conference was on 6 July 2016. The final planning conference is scheduled for 15 July 2016.

(b) Phase II. Rehearsal and Set-up: From 20 to 27 July, rehearsals will be conducted at the 11 Area Parade Field. Full set up and inspection of the 11 Area Parade Field will be conducted on the morning of 26 July 2016. See enclosure (1) for detailed rehearsal and meeting times.

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(c) Phase III. Execution: This phase includes the movement of personnel to the 11 Area Parade Field for the I MEF Change of Command Ceremony and the execution of the sequence of events.

(d) Phase IV. Reception: Following the ceremony, guests will be invited to a reception at the Ranch House via an announcement through the loudspeaker system.

(e) Phase V. Retrograde: This phase includes the return of personnel to point of origin following the I MEF Change of Command Ceremony.

b. Subordinate Element Missions

(1) I MEF Chief of Staff

(a) Retain overall responsibility for the coordination of the I MEF Change of Command Ceremony.

(b) Provide (1) Marine Officer (O-6 pay grade) for Commander of Troops (COT).

(2) I MEF Sergeant Major (SgtMaj)

(a) Responsible for all drill and ceremony related issues.

(b) Request 1st Marine Division (MarDiv) Band for ceremony and provide music for rehearsals.

(c) Supervise the marking and preparation of the parade field and parade area for all rehearsals and ceremony.

(d) Coordinate with I MEF MSCs and Major Subordinate Elements (MSEs) to provide Battle Colors and Color Bearers.

(e) Coordinate, train and prepare the I MEF Color Guard.

(f) Train and prepare the I MEF Parade Staff.

(g) Develop a rehearsal schedule and supervise all rehearsals in conjunction with the I MEF MSC SgtsMaj.

(h) Coordinate the music requirements with the 1st MarDiv band for the scheduled rehearsals and ceremony.

(i) Brief the CG on the conduct of the ceremony.

(3) Assistant Chief of Staff (AC/S), G-1

(a) Provide (1) officer (O-3 thru O-5) to serve as the Parade Adjutant. Provide the name to the G-1 and I MEF SgtMaj no later than (NLT) 8 July 2016.

(b) Provide (1) senior Staff Noncommissioned Officer (SNCO) (E-8 or

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E-9) to be in the Parade staff. This SNCO will function as a point of contact for all aspects relating to the ceremony. Provide name to the I MEF SgtMaj NLT 8 July 2016.

(c) Coordinate ceremony list of all key personnel to include the Commander of Troops, Adjutant, MSC SgtMaj representative, MSC Troop Commander, MSC guidon bearers, platoon commanders, platoon guides, squad leaders, band representative for the 1st MarDiv Band, narrator, staff members, usher Officer-in-Charge (OIC) and SNCOIC and working party. Provide the list of names to the G-1 and I MEF SgtMaj 8 July 2016.

(d) Provide (1) Noncommissioned Officer (NCO) and (1) officer (O-1 to O-3) to serve as ushers. Provide names to protocol officer (Mr. Al Nary), the G-1 and the I MEF SgtMaj by 8 July 2016.

(4) AC/S, G-2

(a) Provide (1) senior officer (O-5 or O-6) and (1) senior SNCO (E8 or E9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G-1 and I MEF SgtMaj NLT 8 July 2016.

(b) Provide (2) Marines, (Sgt to Capt) to function as ushers. Provide names to protocol officer (Mr. Al Nary), the G-1 and the I MEF SgtMaj by close of business 8 July 2016.

(c) Track and provide weather forecast updates for both rehearsals and the ceremony.

(d) Provide a weather forecast throughout the ceremony week.

(5) AC/S, G-3

(a) Develop, publish, and disseminate the change of command LOI and detailed POA&M.

(b) Coordinate with MSCs and MSEs to provide static display aircraft and vehicles in support of the change of command. Specific aircraft and vehicle support listed below by MSC.

(c) Provide (1) senior officer (O-5 or O-6) and (1) senior SNCO (E-8 or E-9) to serve in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G-1 and I MEF SgtMaj NLT 8 July 2016.

(d) Provide (1) senior officer (O-5 or O-6) to serve as a supernumerary for the parade staff. Supernumerary will attend all parade practices including key personnel and remain on standby until the start of the change of command ceremony, 1000, 27 July 2016, and will be released only by the I MEF SgtMaj.

(e) Provide (1) NCO and (1) officer (O-1 to O-3) to serve as ushers. Provide names to the protocol officer (Mr. Al Nary), the G-1 and the I MEF SgtMaj NLT 8 July 2016.

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(f) Provide (1) SNCO (E-7 to E-8) to serve as usher SNCOIC. Provide name to the protocol officer (Mr. Al Nary), the G-1 and the I MEF SgtMaj NLT 8 July 2016.

(g) Assign the I MEF Air Officer to serve as the primary point of contact for all aspects of the helicopter static display.

(h) G-3/ATFP will develop/coordinate the security/ATFP, traffic control, parking, marshalling, and retrograde plans for rehearsals, ceremony, and reception.

(i) Coordinate security and traffic control requirements with I Marine Expeditionary Force Headquarters Group (MHG), Law Enforcement Battalion (LEBn), and MCIWEST-MCB Camp Pendleton Provost Marshall's Office (PMO) to include Military Working Dog support and base access control to facilitate the arrival and departure of guests.

(j) Coordinate additional security requirements for VIPs/distinguished guests through MCIWEST-MCB Camp Pendleton PMO and NCIS.

(k) Ensure proper coordination/deconfliction with the 11 Area Camp Commander.

(l) Develop enclosures (1); Rehearsal and Meeting Times.

(m) Develop enclosure (4); Detailed POA&M.

(6) AC/S, G-4

(a) Provide (1) senior officer (O-5 to O-6) and (1) senior SNCO (E-8 or E-9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide names to the G-1 and I MEF SgtMaj NLT 8 July 2016.

(b) Provide (1) officer (O-2 to O-3) to serve as usher OIC. Provide the name to the protocol officer, the G-1 and the I MEF SgtMaj NLT 8 July 2016.

(c) Provide (1) NCO and (1) officer (O-1 to O-3) to serve as ushers. Provide names to protocol officer (Mr. Al Nary), the G1 and the I MEF SgtMaj NLT 8 July 2016.

(d) Coordinate with MSCs as required to facilitate the movement of personnel to and from the rehearsals and the ceremony.

(e) Coordinate the final ceremony setup and static displays on the 11 Area Parade Deck in coordination with the I MEF SgtMaj and G-3.

(7) AC/S, G-6

(a) Coordinate communications and electronics support, for all aspects of the ceremony to include all rehearsals.

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(b) Provide a backup public address system to include compact disc player, for all rehearsals and ceremony. The systems must be up and operational one hour prior to every rehearsal and two hours prior to the Change of Command.

(c) Provide (2) NCOs and (1) officer (O-1 to O-3) to serve as ushers. Provide names to protocol officer (Mr. Al Nary), the G-1 and the I MEF SgtMaj NLT 8 July 2016.

(d) Provide (1) wireless microphones to be used during both rehearsals and the change of command.

(e) Provide (10) Motorola Handheld Radios for key personnel conducting rehearsals.

(8) AC/S, G-7

(a) Provide (1) officer (O-1 to O-4) to serve as an usher. Provide names to the protocol officer, the G-1 and the I MEF SgtMaj NLT 8 July 2016.

(b) Provide (1) senior staff non-commissioned officer (E-7 or E-8) to serve as a supernumerary for the parade staff. Supernumerary will attend all key personnel parade practices and remain on standby until the start of the change of command ceremony, 1000, 27 July 2016, and will be released only by I MEF SgtMaj.

(9) Chaplain

(a) Attend scheduled rehearsals for Key Personnel.

(b) Provide an appropriate invocation for the ceremony.

(10) Protocol Officer

(a) Coordinate and reserve venue locations for rehearsals, ceremony, and follow on reception; 11 Area Parade Field, Paige Fieldhouse (alternate location), and The Ranch House.

(b) Supervise preparation and mailing of all invitations to ceremony and reception.

(c) Coordinate guest RSVPs, attendance and seating assignments for the ceremony.

(d) Coordinate usher and escort arrangements with detail OIC (G-4) and SNCOIC (G-3).

(e) Coordinate billeting for all visiting Flag/General Officers and VIPs.

(f) Coordinate transportation for all visiting Flag/General Officers and VIPs.

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(g) Coordinate DV/VIP parking requirements with G-3. Vehicles must be marked (placards) and identifiable by traffic/parking control personnel.

(h) Assume responsibility for all aspects of the post ceremony reception.

(i) Coordinate driver support for VIPs.

(j) Provide personal flags for those General Officers receiving honors.

(k) Provide instructions for the ushers designated to break the flag for reviewing officer.

(l) Publish the Change of Command Ceremony program to include I MEF lineage, sequence of events and appropriate biographies. Deliver program to Combat Camera as required.

(m) Coordinate purchase and delivery of flowers as required.

(11) Public Affairs Officer

(a) Provide (1) SNCO as a point of contact for all aspects of the ceremony.

(b) Coordinate local press coverage, media access and publicity for the relief and appointment.

(c) Publish and disseminate post ceremony press release.

(d) Provide a Marine to serve as the narrator. Provide the name to the G-1 and the I MEF SgtMaj by 8 July 2016.

(12) I MEF Color Sergeant. Ensure I MEF Color Guard attends all key personnel rehearsals with the appropriate battle colors with streamers.

(13) Commanding Officer, I MHG

(a) Provide (1) Marine Officer (O-6 pay grade) to serve as Commander, I MHG for the Change of Command ceremony.

(b) Provide (4) field grade officers (O-4 or O-5) and (4) senior SNCOs (E-8 or E-9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G-1 and I MEF SgtMaj NLT 8 July 2016.

(c) Provide (1) ceremonial unit of (360) Marines in mass formation with an 18-man front. Provide (3) unit commanders, (3) unit guidon bearers, (6) platoon commanders, (6) Platoon Guides, and (6) Corpsmen.

(d) Provide (5) Marines for a working party to assist I MEF G-4 with the setup and takedown of the I MEF 11 Area Parade Deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

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(e) Provide (1) SNCO to be in charge of the working party. Have SNCOIC coordinate with I MEF G-4.

(f) Provide (4) Marines as guardian angels/security detail to the Sergeants of the Guard (MHG/LEBn). Provide the names of these Marines to the MEF AO/G3 ATRP Officer NLT 8 July 2016.

(g) Provide (8) Marines as traffic controllers to the Sergeants of the Guard (SOG).

(h) Provide (4) Marine Military Police (E-4 - E-6) personnel to serve as SOG and Corporals of the Guard (COG) for the ceremony and reception sites (1 SOG and 1 COG at each location).

(i) Provide the I MHG Battle Colors and Color Bearer.

(j) Provide (1) SgtMaj and (1) 1stSgt to assist the I MEF SgtMaj in all aspects of close order drill.

(k) Set up 50-State flag display (in proper order) along with sandbags/heavy stands.

(l) Coordinate the request and placement of "port-a-johns" adjacent to reviewing area and in the staging area.

(m) Provide (1) officer to be the I MHG AO for the event. The AO will attend all planning sessions and will be the primary POC for their Command. Ensure the I MEF G-1 and MEF AO has the POC information NLT 8 July 2016.

(n) In close coordination with the I MEF SgtMaj, develop enclosures (2) and (3).

(o) Provide area security (gear watch) on the 11 Area Parade Field from 1100 26 July through 1400 27 July, 2016.

(14) CG, 1st MarDiv (REIN)

(a) Assign (1) SgtMaj from the Division to be the point of contact for all aspects of the ceremony, and along with (1) 1stSgt, to assist the I MEF SgtMaj in all aspects of close order drill.

(b) Provide (1) Marine Officer (O-6 pay grade) to serve as Commander, 1st MarDiv for the Change of Command ceremony.

(c) Provide (4) field grade officers (O-4 or O-5) and (4) senior SNCOs (E-8 or E-9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G-1 and I MEF SgtMaj NLT 8 July 2016.

(d) Provide (8) Marines as guardian angels/security detail to the SOG (MHG/LEBn).

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(e) Provide (1) ceremonial unit of (360) Marines in mass formation with an 18-man front. Provide (3) unit commanders, (3) unit guidon bearers, (6) platoon commanders, (6) Platoon Guides, and (6) corpsmen.

(f) Provide the Division Battle Color and Color Bearer.

(g) Provide all Regimental Battle Colors and Color Bearers.

(h) Provide (10) Marines for a working party to assist I MEF G4 with the setup and takedown of the 11 Area Parade Deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosures (1) and (2).

(i) Provide the following vehicles for the static display per enclosure (1); (2) LAV-25, (2) HIMARs, (2) MTVRs (up armored), (2) M777 howitzers, and (2) MRAPs.

(j) Provide the 1st MarDiv Band for rehearsals and ceremony. Additionally, provide the 1st MarDiv Battle Color and Color Bearer.

(k) Provide (1) officer to be the 1st MarDiv AO for the event. The AO will attend all planning sessions and will be the primary POC for their Command. Ensure the I MEF AO has the POC information NLT 8 July 2016.

(l) Provide the equipment and personnel to support a 105mm ceremonial gun salute during the final full dress rehearsal (26 July) and ceremony. Coordinate with SgtMaj for final placement of the saluting battery.

(15) CG, 3d Marine Aircraft Wing (MAW)

(a) Assign (1) SgtMaj from the MAW to be the point of contact for all aspects of the ceremony, and along with one 1stSgt, assist the I MEF SgtMaj in all aspects of close order drill.

(b) Provide (1) Marine Officer (O-6 pay grade) to serve as Commander, 3d MAW for the Change of Command ceremony.

(c) Provide (4) field grade officers (O-4 or O-5) and (4) senior SNCOs (E8 or E9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G-1 and I MEF SgtMaj NLT 8 July 2016.

(d) Provide (8) Marines as guardian angels/security detail to the Sergeants of the Guard (MHG/LEBn).

(e) Provide (8) Marines as traffic controllers to the Sergeants of the Guard (MHG/LEBn).

(f) Provide (1) ceremonial unit of (360) Marines in mass formation with an (18) man front. Provide (3) unit commanders, (3) unit guidon bearers, (6) platoon commanders, (6) Platoon Guides and (6) corpsmen.



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(g) Provide the 3D MAW Battle Color.

(h) Provide all MAG Battle Colors and Color Bearers.

(i) Provide (5) Marines for a working party to assist I MEF G4 with the setup and takedown of the 11 Area Parade Deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

(j) Provide (2) Aircraft, (1) UH-1Y and (1) AH-1Z, for use in the static display with arrival and departure in accordance with enclosures (1) and (2).

(k) Provide (1) officer to be the MAW AO for the event. The AO will attend all planning sessions and will be the primary POC for their Command. Ensure the I MEF AO has the POC information NLT 8 July 2016.

(16) CG, 1st Marine Logistics Group (MLG)

(a) Assign (1) SgtMaj from the MLG to be the point of contact for all aspects of the ceremony, and along with (1) 1stSgt, assist the I MEF SgtMaj in all aspects of close order drill.

(b) Provide (1) Marine Officer (O-6 pay grade) to serve as Commander, 1st MLG for the Change of Command ceremony.

(c) Provide (4) field grade officers (O-4 or O-5) and (4) senior SNCOs (E-8 or E-9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G-1 and I MEF SgtMaj NLT 8 July 2016.

(d) Provide (8) Marines as guardian angels/security detail to the SOG (MHG/LEBn).

(e) Provide (8) Marines as traffic controllers to the SOG (MHG/LEBn).

(f) Provide (1) ceremonial unit of (360) Marines in mass formation with an (18) man front. Provide (3) unit commanders, (3) unit guidon bearers, (6) platoon commanders, (6) Platoon Guides and 6 corpsmen.

(g) Provide the 1st MLG Battle Color and Color Bearer.

(h) Provide all Regimental Battle Colors and Color Bearers.

(i) Provide (5) Marines for a working party to assist the protocol officer with the setup and takedown of the 11 Area Parade Deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

(j) Provide (2) cranes, (2) HMMWV's (high-back) and (1) Holiday flag to be placed as part of the static display as per enclosure (2).

(k) Provide all medical and Corpsmen support for both rehearsals and the ceremony.

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(1) Coordinate (2) water bulls for water supply for rehearsals and ceremony to be placed near the reviewing area.

(m) Provide (1) officer to be the 1st MLG AO for the event. The AO will attend all planning sessions and will be the primary POC for their Command. Ensure the I MEF AO has the POC information NLT 1000, 8 July 2016.

(17) Commanding Officer, 11th Marine Expeditionary Unit (MEU)

(a) Provide 11th MEU Battle Color and Color Bearer.

(b) Assign the 11th MEU SgtMaj to assist with the ceremony.

(18) Commanding Officer, 15th MEU

(a) Provide 15th MEU Battle Color and Color Bearer.

(b) Assign the 15th MEU SgtMaj to assist with the ceremony.

(19) MCIWEST-MCB Camp Pendleton. The following support is requested for this event.

(a) Request quiet hours on 27 July 2016 for the ceremony from 0930-1130 in the 11 Area, and from 1100-1300 near the Ranch House for the follow on reception.

(b) Landscaping of parade field and surrounding areas.

(c) PA/Electronics Technical Support (POC: Carmen Lane, 760-725-4925) for all rehearsals and the ceremony.

(d) MCIWEST-MCB Camp Pendleton coordinator to attend all meetings and rehearsals.

(e) Photo/video and program support via Combat Camera for historical documentation.

(f) Request (350) chairs, (50) state flags with stands, red VIP rope with stands, (6) USMC Dress Guidons with stands, red carpet, (2) General Officer flag poles, and orange cones for the marching units staging area.

c. Coordinating Instructions

(1) Ensure all MSCs representatives attend planning meetings and rehearsals in accordance with enclosure (1).

(2) Ensure Marines and Sailors are invited and highly encouraged to view the ceremony.

(3) Uniform and Equipment

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(a) Ceremony participants will wear desert Marine Corps Combat Utility Uniform (MCCU) with sleeves rolled-up, eight-point cover and USMC issued boots. No weapons or field gear will be used.

(b) Color bearers will wear green harnesses with green cartridge belts.

(c) The uniform for the Ushers, Escorts and Drivers will be the Dress Blue "D" uniform with white barracks covers.

(4) Inclement Weather. The inclement weather location will be the Paige Fieldhouse (Bldg 1110), located adjacent to the 11 Area Parade Field.

(5) Rehearsal Schedule. See enclosure (1).

(6) Key personnel: Commander of Troops, MSC Troop Commander (O6) level, parade staff members, MSC guidon bearers with guidons, platoon guides, squad leaders, narrator, Band Representative 1st MarDiv Band, ushers, all Colors, Color Bearers, and MSC SgtsMaj and 1stSgts assigned to assist.

(7) Staging Area. All units will stage for rehearsals on the 11 Area Parade Deck in accordance with enclosure (2).

(8) Transportation. Individual MSCs are responsible for coordinating the transportation of all personnel/designated participants and ground equipment for rehearsals and the change of command. Requests for Southwest Region Fleet Transportation (SWRFT) support should be made using the transportation capacity planning tool (TCPT) with cost JON RMHG tagged with "I MEF Change of Command". Requests will be submitted to the I MEF G4 MDDOC MMCC NLT 10 working days prior to the date of execution as per standard submission guidelines.

(9) Ushers/Escorts. Designated personnel will be under the operational control of the I MEF Protocol officer. The I MEF Protocol Officer is the coordinator for all arrangements for flag/general officers and VIPs. Escorts will be assigned to their respective flag/general officer for the duration of their stay. A driver and vehicle will be assigned to each escort. All Marines assigned as ushers/escorts and drivers will meet with the I MEF Protocol Officer at the 11 Area Parade Deck at 0800 on 26 July 2016.

(10) Guardian Angels/Traffic Control. Designated personnel will be under the operational control and report to the Sergeants of the Guard (assigned via MHG/LEBn) on 20 July, 0800 during the preliminary rehearsal for training and subsequent tasking for the remaining rehearsals and final ceremony. The I MEF Provost Sergeant (MEF G-3) will conduct the detailed planning/coordination for security and traffic control requirements.

(11) Aviation and Ground Display Equipment. Aircraft will arrive on the 11 Area Parade Deck between 1100-1200, 26 July 2016; and depart after 1500 on 27 July 2016. Vehicles will arrive at the 11 Area Parade Deck between 1300-1500, 26 July 2016; and depart between 1200 and 1400 on 27 July 2016.

4. Administration and Logistics. This LOI is effective upon receipt.

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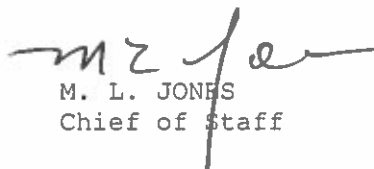
LETTER OF INSTRUCTION 14-165. Command and Signal

a. Ceremony Point of Contact. I MEF point of contact is SgtMaj Kasal at Office: (760) 725-9252 / Cell: (760) 464-9872 or SgtMaj Wilson at (760) 763-2687.

b. Protocol Points of Contact. I MEF point of contact is Mr. Nary (760) 725-9298 (DSN 365).

c. Staff Secretary. I MEF Staff Sec is Maj Jeffrey Robb (760) 763-0445 (DSN 361)

d. Action Officer. I MEF G3 point of contact is LtCol Daron "Mike" Mizell (760) 725-8982 (DSN 361).

  
M. L. JONES  
Chief of Staff

Distribution: Lists I, II



## I MEF Change of Command Timeline

All dates for 2016

| DATE/TIME                     | EVENT                      | LOCATION                           | PARTICIPANTS   |  |
|-------------------------------|----------------------------|------------------------------------|--|--|
| 21 May<br>1600-1700<br>(Wed)  | LOI Working Group          | I MEF Command Deck Conference Room | <ul style="list-style-type: none"> <li>• I MEF COS</li> <li>• I MEF SgtMaj</li> <li>• MEF G1 Rep</li> <li>• MEF G2 Rep</li> <li>• MEF G3 Rep</li> <li>• MEF G4 Rep</li> <li>• MEF G6 Rep</li> <li>• MEF G7 Rep</li> <li>• MEF G8 Rep</li> <li>• 1MARDIV G-3 Rep</li> <li>• 1stMLG G-3 Rep</li> <li>• 3d MAW G-3 Rep</li> <li>• MCB CPen Rep</li> </ul> | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• SSEC Rep</li> <li>• 1MARDIV SgtMaj</li> <li>• 1stMLG SgtMaj</li> <li>• 3d MAW SgtMaj</li> <li>• I MHG SgtMaj</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> <li>• 1MARDIV Band Rep</li> <li>• 11 Area Rep</li> <li>• Narrator</li> </ul> |
| 16 June<br>1400-1530<br>(Thu) | IPC                        | I MEF Command Deck Conference Room | <ul style="list-style-type: none"> <li>• I MEF COS</li> <li>• I MEF SgtMaj</li> <li>• MEF G1 Rep</li> <li>• MEF G2 Rep</li> <li>• MEF G3 Rep</li> <li>• MEF G4 Rep</li> <li>• MEF G6 Rep</li> <li>• MEF G7 Rep</li> <li>• MEF G8 Rep</li> <li>• 1MARDIV G-3 Rep</li> <li>• 1stMLG G-3 Rep</li> <li>• 3d MAW G-3 Rep</li> <li>• MCB CPen Rep</li> </ul> | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• SSEC Rep</li> <li>• 1MARDIV SgtMaj</li> <li>• 1stMLG SgtMaj</li> <li>• 3d MAW SgtMaj</li> <li>• I MHG SgtMaj</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> <li>• 1MARDIV Band Rep</li> <li>• 11 Area Rep</li> <li>• Narrator</li> </ul> |
| 6 July<br>1130-1230<br>(Wed)  | Coordination Meeting (MPC) | I MEF Command Deck Conference Room | <ul style="list-style-type: none"> <li>• I MEF COS</li> <li>• I MEF SgtMaj</li> <li>• MEF G1 Rep</li> <li>• MEF G2 Rep</li> <li>• MEF G3 Rep</li> <li>• MEF G4 Rep</li> <li>• MEF G6 Rep</li> <li>• MEF G7 Rep</li> <li>• MEF G8 Rep</li> <li>• 1MARDIV G-3 Rep</li> <li>• 1stMLG G-3 Rep</li> <li>• 3d MAW G-3 Rep</li> <li>• MCB CPen Rep</li> </ul> | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• SSEC Rep</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> <li>• 1MARDIV Band Rep</li> <li>• 11 Area Rep</li> <li>• Narrator</li> </ul>   |
| 08 July<br>NLT 1000<br>(Fri)  | Names due to G-1           | I MEF G-1                          | <ul style="list-style-type: none"> <li>• I MEF Staff</li> <li>• 1MARDIV</li> <li>• 3d MAW</li> </ul>   | <ul style="list-style-type: none"> <li>• I MHG</li> <li>• 1st MLG</li> </ul>   |
| 15 July<br>1130-1230<br>(Fri) | FPC (TBD)                  | I MEF Command Deck Conference Room | <ul style="list-style-type: none"> <li>• I MEF COS</li> <li>• I MEF SgtMaj</li> <li>• MEF G1 Rep</li> </ul>  | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• SSEC Rep</li> </ul>  |

|                               |   |                        |  |
|-------------------------------|---|------------------------|--|
|                               |   |                        | <ul style="list-style-type: none"> <li>• MEF G2 Rep</li> <li>• MEF G3 Rep</li> <li>• MEF G4 Rep</li> <li>• MEF G6 Rep</li> <li>• MEF G7 Rep</li> <li>• MEF G8 Rep</li> <li>• 1MARDIV G-3 Rep</li> <li>• 1stMLG G-3 Rep</li> <li>• 3d MAW G-3 Rep</li> <li>• MCB CPen Rep</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> <li>• 1MARDIV Band Rep</li> <li>• 11 Area Rep</li> <li>• Narrator</li> </ul> |
| 20 Jul<br>0900-1100<br>(Wed)  | Walk through/<br>First<br>Rehearsal,<br>Field Marking<br>(complete) | 11 Area Parade<br>Deck | <p>Key Personnel with SgtsMaj, MCI-W Rep, G6, Corpsmen support for practice</p> <p>Note: MEF SgtMaj will arrive 0800 with key-leaders for initial talk-through/rehearsal</p>   |
| 21 July<br>0830-1100<br>(Thu) | Rehearsal   | 11 Area Parade<br>Deck | Key Personnel with SgtsMaj, MCI-W Rep, G6, Corpsmen support for practice   |
| 22 July<br>0830-1100<br>(Fri) | Rehearsal   | 11 Area Parade<br>Deck | Key Personnel with SgtsMaj, MCI-W Rep, G6, Corpsmen support for practice   |
| 25 July<br>0800-1100<br>(Mon) | Rehearsal   | 11 Area Parade<br>Deck | Key Personnel with SgtsMaj, MCI-W Rep, G6, Squad Leaders, Corpsmen support for practice  |
| 26 July<br>0800-1100<br>(Tue) | Full Rehearsal  | 11 Area Parade<br>Deck | All Hands  |
| 26 July<br>1300-done<br>(Tue) | Setup chairs,<br>flag-stands,<br>contract AVI                       | 11 Area Parade<br>Deck | Working Party, I MEF G6  |
| 26 July<br>1100-1200<br>(Tue) | Static Display<br>Aircraft<br>Arrival                               | 11 Area Parade<br>Deck | 3D MAW   |
| 26 July<br>1300-1500<br>(Tue) | Static Display<br>Vehicle<br>Arrival                                | 11 Area Parade<br>Deck | 1MARDIV, 1st MLG,<br>I MHG   |
| 27 July<br>0800-0900<br>(Wed) | Place flags<br>into flag-<br>stands                                 | 11 Area Parade<br>Deck | Working Party, I MHG   |
| 27 July<br>1000-1200<br>(Wed) | Change of<br>Command  | 11 Area Parade<br>Deck | All Hands  |
| 27 July<br>1200-1300<br>(Wed) | Takedown<br>Chairs, Flags   | 11 Area Parade<br>Deck | Working Party  |
| 27 July<br>1200-1400<br>(Wed) | Static Display<br>Vehicles<br>Depart                                | 11 Area Parade<br>Deck | 1MARDIV, 1st MLG, I MHG  |
| 27 July<br>1500-1600<br>(Wed) | Static Display<br>Aircraft<br>Depart                                | 11 Area Parade<br>Deck | 3D MAW   |



UNITED STATES MARINE CORPS  
I MARINE EXPEDITIONARY FORCE  
Box 555300  
Camp Pendleton, CA 92055-5300



1. DATE 06 July 2016

2. OPERATION CODE

- X ORIGINATOR OF ROUTE SHEET  
A APPROPRIATE ACTION  
B SIGNATURE  
C CONCURRENCE  
D INFORMATION  
E RETENTION  
F RETURN TO: CDO for publication AMHS  
G COMMENT(S)

3. SUBJECT:

**LOI for MEF COC - 27 July 2016**

| 9. NATURE OF ACTION REQUIRED | ORIGINATOR INITIALS | DUE DATE    |
|------------------------------|---------------------|-------------|
| ROUTINE/ <u>URGENT</u>       | DMM                 | 7 July 2016 |

10. ACTION OFFICER (NAME, GRADE, SECTION, EXT)  
LtCol Mike Mizell/G3-ATFP/725-8982

11. REMARKS AND SIGNATURE:

**PURPOSE:**

DRAFT LOI for final review and signature ISO subject event.

**DISCUSSION:**

1. Previously signed/published LOI was revised/update following MPC and detailed discussions with staff sections and MSCs.
2. Tasks have been validated, clarified, and reorganized under appropriate OPRs. An additional section details specific support being requested from MCIWEST-MCB Camp Pendleton.
3. Enclosure 1 - rehearsal schedule has been included in this package.
4. Enclosures 2,3, and 4 remain pending.
5. Per MEF COS guidance; intent is to short staff amongst principles (via COS), sign, and distribute by COB this week.

**RECOMMENDATION:**

1. Approve, and forward to MEF COS for final review/signature.

7/7 LTCOL MIZELL HAS NOT SENT  
THE LOI OUT TO STAFF ON MSC'S

Y/N

Pouch

| 4. RTNG | 5. OPR CODE | 6. ADDRESSEES        | 7. DATE |     | 8. INITIALS |            |
|---------|-------------|----------------------|---------|-----|-------------|------------|
|         |             |                      | IN      | OUT | CONCUR      | NON CONCUR |
|         |             | CG                   |         |     |             |            |
|         |             | DCG                  |         |     |             |            |
| B       | 5           | COS                  | 7/7     | 7/7 | mzf         |            |
|         |             | SERGEANT MAJOR       |         |     |             |            |
|         |             | CMD MASTER CHIEF     |         |     |             |            |
|         |             | SSEC                 |         |     |             |            |
| C       | 4           | AC/S, G-1            | 7/7     | 7/7 | mm          |            |
|         |             | AC/S, G-2            |         |     |             |            |
| c       | 2           | AC/S, G-3            | 7/06    | 7/7 | ja          |            |
|         |             | AC/S, G-4            |         |     |             |            |
|         |             | AC/S, G-5            |         |     |             |            |
|         |             | AC/S, G-6            |         |     |             |            |
|         |             | AC/S, G-7            |         |     |             |            |
|         |             | AC/S, G-8            |         |     |             |            |
| X,A,F   | 1           | G-33                 | 7/06    |     | mm          |            |
|         |             | G-35                 |         |     |             |            |
|         |             | G-37                 |         |     |             |            |
|         |             | FECC                 |         |     |             |            |
| C       | 3           | ADJUTANT CHIEF       | 7/7     | 7/7 | adm         |            |
|         |             | RLO                  |         |     |             |            |
|         |             | IMA                  |         |     |             |            |
|         |             | SJA                  |         |     |             |            |
|         |             | PAO                  |         |     |             |            |
|         |             | INSPECTOR            |         |     |             |            |
|         |             | SURGEON              |         |     |             |            |
|         |             | CHAPLAIN             |         |     |             |            |
|         |             | CAREER RETEN SPEC    |         |     |             |            |
|         |             | SECURITY MANAGER     |         |     |             |            |
|         |             | CBRN Defense Officer |         |     |             |            |

received  
11/06/16 7-7



UNITED STATES MARINE CORPS

I MARINE EXPEDITIONARY FORCE  
U.S. MARINE CORPS FORCES, PACIFIC  
BOX 555300  
CAMP PENDLETON, CA 92055-5300

IN REPLY REFER TO  
5060

I MEF/SGTMAJ  
10 Jun 16

From: Assistant Chief of Staff for Operations  
To: Distribution List

Subj: LETTER ON INSTRUCTION (LOI) FOR THE CHANGE OF COMMAND CEREMONY FOR THE  
COMMANDING GENERAL I MARINE EXPEDITIONARY FORCE (I MEF)

Ref: (a) MCO P5060.20 Drill and Ceremonies Manual

Encl: (1) Rehearsal and Meeting Times  
(2) Ceremony Diagram (to be published separately)  
(3) Sequence of Events (to be published separately)

1. Situation. On 27 July 2016, I MEF will conduct its Change of Command Ceremony. The ceremony will take place aboard Camp Pendleton, California at the 11 Area Parade Field. Military and civilian personnel, their families and guests are cordially invited to attend. The uniform for spectators and guests is the uniform of the day or appropriate civilian attire.

2. Mission. At 1000, 27 July 2016, I MEF will conduct a Change of Command ceremony in order to continue clear command and control of I MEF.

3. Execution.

a. Concept of Operations. The execution of the I MEF Change of Command Ceremony will be a five-phased event.

(1) Phase I. Planning: I MEF assumes responsibility to coordinate with CG MCIWEST-MCB Camp Pendleton and I MEF MSCs for the requirements necessary to support the Change of Command Ceremony. All planning conferences will be conducted in the I MEF CG conference room. The IPC will be held on 16 June 2016 and the MPC on 5 July 2016. The FPC will be held on 18 July 2016. Chalk Talk and Ceremony walk-through will be held at 0900 on 20 July at 11 Area Parade Field.

(2) Phase II. Rehearsal and Set-up: From 21 to 27 July, rehearsals will be conducted at the 11 Area Parade Field. Set up and inspection of the 11 Area Parade Field will be conducted on the morning of 26 July 2016. See enclosure (1) for detailed rehearsal and meeting times.

(3) Phase III. Execution: This phase includes the movement of personnel to the 11 Area Parade Field for the I MEF Change of Command Ceremony and the execution of the sequence of events.

(4) Phase IV. Reception: Following the ceremony, guests will be invited to a reception at the Marine Memorial Golf Course via an announcement through the loudspeaker system.

(5) Phase V. Retrograde: This phase includes the return of personnel to point of origin following the I MEF Change of Command Ceremony.



Subj: LETTER ON INSTRUCTION (LOI) FOR THE CHANGE OF COMMAND CEREMONY FOR THE  
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b. Tasks

(1) I MEF Chief of Staff

(a) Retain overall responsibility for the coordination of the I MEF Change of Command Ceremony.

(b) Provide (1) Marine Officer (O6 pay grade) for Commander of Troops (COT).

(2) I MEF Sergeant Major

(a) Responsible for all drill and ceremony related issues.

(b) Supervise the marking and preparation of the parade field and parade area for all rehearsals and ceremony.

(c) Coordinate with I MEF MSCs and Major Subordinate Elements to provide Battle Colors and Color Bearers.

(d) Coordinate, train and prepare the I MEF Color Guard.

(e) Train and prepare the I MEF Parade Staff.

(f) Develop a rehearsal schedule and supervise all rehearsals in conjunction with the I MEF MSC SgtsMaj.

(g) Coordinate the music requirements with the 1st Marine Division band for the scheduled rehearsals and ceremony.

(3) Assistant Chief of Staff, G1

(a) Provide (1) officer (O3 thru O5) to serve as the Parade Adjutant. Provide the name to the I MEF Action Officer (AO and I MEF SgtMaj NLT 1000, 23 June 2016.

(b) Provide (1) senior SNCO (E8 or E9) to be in the Parade staff. This SNCO will function as a point of contact for all aspects relating to the ceremony. Provide name to the I MEF SgtMaj NLT 1000, 23 June 2016.

(c) Coordinate ceremony list of all key personnel to include the Commander of Troops, Adjutant, MSC SgtMaj representative, MSC Troop Commander, MSC guidon bearers, platoon commanders, platoon guides, squad leaders, band representative for the 1st Marine Division Band, narrator, staff members, usher OIC and SNCOIC and working party. Provide the list of names to the G1 and I MEF SgtMaj NLT 1000, 23 June 2016.

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(d) Provide (1) NCO (E4 to E5) and (1) officer (O1 to O3) to serve as ushers. Provide names to protocol officer (Mr. Al Nary), the G1 and the I MEF SgtMaj by 1000, 23 June 2016.

(4) Assistant Chief of Staff, G2

(a) Provide (1) senior officer (O5 or O6) and (1) senior SNCO (E8 or E9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G-1 and I MEF SgtMaj NLT 1000, 23 June 2016.

(b) Provide (2) Marines, (Sgt to Capt) to function as ushers. Provide names to protocol officer (Mr. Al Nary), the G1 and the I MEF SgtMaj by COB 23 June 2016.

(c) Track and provide weather forecast updates for both rehearsals and the ceremony.

(d) Provide a weather forecast throughout the ceremony week.

(5) Assistant Chief of Staff, G3

(a) Develop, publish, and disseminate the change of command LOI.

(b) Coordinate quiet hours for the ceremony between 0930-1130, 27 July 2016 in the 11 Area.

(c) Coordinate with MSCs and MSEs to provide static display aircraft and vehicles in support of the change of command. Specific aircraft and vehicle support listed below by MSC and MSE. Aircraft to arrive on the 11 Area Parade Deck between 1100-1200, 26 July 2016; and depart after 1500 on 27 July 2016. Vehicles to arrive at the 11 Area Parade Deck between 1300 and 1500, 26 July, 2016. Vehicles to depart 11 Area Parade Deck between 1200 and 1400, 27 July 2016.

(d) Provide (1) senior officer (O5 or O6) and (1) senior SNCO (E8 or E9) to serve in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G1 and I MEF SgtMaj NLT 1000, 23 June 2016.

(e) Provide (1) senior officer (O5 or O6) to serve as a supernumerary for the parade staff. Supernumerary will attend all parade practices including key personnel and remain on standby until the start of the change of command ceremony, 1000, 27 July 2016, and to be released only by I MEF SgtMaj.

(f) Provide (1) NCO (E4 to E5) and (1) officer (O1 to O3) to serve as ushers. Provide names to the protocol officer (Mr. Al Nary), the G1 and the I MEF SgtMaj by COB 23 June 2016.

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(g) Provide (1) SNCO (E7 to E8) to serve as usher SNCOIC.

(h) Coordinate with MCIWEST-MCB Camp Pendleton, MCAS Camp Pendleton, and MCAS Miramar airfield to accommodate the arrival and departure of guests.

(i) Assign the I MEF Air Officer to serve as the primary point of contact for all aspects of the helicopter static display.

(j) Coordinate with I MEF Provost Sergeant for traffic control, marshalling and retrograde plans, security and spectator control for rehearsals and ceremony to support the arrival and departure of guests.

(k) Coordinate with 11 Area Camp Commander for scheduling staging Areas for rehearsals and ceremony, and the MCIWEST-MCB Camp Pendleton Training Center, building 1330, for inclement weather.

(l) Ensure MCIWEST-MCB Camp Pendleton coordinator attends all meetings and rehearsals.

(m) Coordinate with MCIWEST-MCB Camp Pendleton Combat Camera for historical documentation (still/video).

(n) Coordinate with the 11 Area Commander for vehicle flow, parking and policing.

(o) Develop enclosure (1), Rehearsal and Meeting Times.

(6) Assistant Chief of Staff, G4

(a) Provide (1) senior officer (O5 to O6) and (1) senior SNCO (E8 or E9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide names to the G1 and MHG SgtMaj NLT 1000, 23 June 2016.

(b) Provide (1) officer (O2 to O3) to serve as usher OIC. Provide the name to the protocol officer, the G1 and the MHG SgtMaj NLT 1000, 23 June 2016.

(c) Provide (1) NCO (E4 to E5) and (1) officer (O1 to O3) to serve as ushers. Provide names to protocol officer (Mr. Al Nary), the G1 and the I MEF SgtMaj NLT 1000, 23 June 2016.

(d) Coordinate with MSCs the movement of personnel to and from the rehearsals and the ceremony.

(e) Coordinate the setup and static display of the 11 Area Parade Deck in coordination with the I MEF SgtMaj.

(f) Coordinate the placement of "port-a-johns" adjacent to reviewing

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area and in the staging area.

(g) Coordinate with MCIWEST-MCB Camp Pendleton for both VIP and guest chairs.

(h) Coordinate with MCIWEST-MCB Camp Pendleton for the procurement of (300) chairs, (50) state flags with stands, red VIP rope with stands, (6) USMC Dress Guidons with stands and red carpet, (2) General Officer flag poles, and orange cones for the marching units staging area.

(i) Coordinate the set-up of the ceremony area including placement of all vehicles.

(7) Assistant Chief of Staff, G6

(a) Coordinate communications and electronics support for all aspects of the ceremony, to include all rehearsals.

(b) Provide a backup public address system to include compact disc player for all rehearsals and ceremony. The systems must be up and operational one hour prior to every rehearsal and two hours prior to the Change of Command.

(c) Provide (2) NCOs (E4 to E5) and (1) officer (O1 to O3) to serve as ushers. Provide names to protocol officer (Mr. Al Nary), the G1 and the I MEF SgtMaj NLT 1000, 23 June 2016.

(d) Provide (1) wireless microphones to be used during both rehearsals and the change of command.

(f) Provide (10) Motorola Handheld Radios for key personnel conducting rehearsals.

(8) Assistant Chief of Staff, G7

(a) Provide (1) officer (O1 to O4) to serve as an usher. Provide names to the protocol officer, the G1 and the I MEF SgtMaj NLT 1000, 23 June 2016.

(b) Provide (1) senior staff non-commissioned officer (E7 or E8) to serve as a supernumerary for the parade staff. Supernumerary will attend all key personnel parade practices and remain on standby until the start of the change of command ceremony, 1000, 27 July 2016, and to be released only by I MEF SgtMaj.

(9) Chaplain

(a) Attend scheduled rehearsals for Key Personnel.

(b) Provide an appropriate invocation for the ceremony.

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(10) Protocol Officer

- (a) Supervise preparation and mailing of all invitations to ceremony and reception.
- (b) Coordinate guest RSVPs, attendance and seating assignments for the ceremony.
- (c) Coordinate usher and escort arrangements with detail OIC (G4) and SNCOIC (G3).
- (d) Coordinate billeting for all visiting Flag/General Officers and VIPs.
- (e) Coordinate transportation for all visiting Flag/General Officers and VIPs.
- (f) Coordinate VIP parking requirements with MCIWEST-MCB Camp Pendleton.
- (g) Assume all responsibility for the post ceremony reception.
- (h) Assume responsibility for all aspects of the post ceremony reception.
- (i) Coordinate driver support for VIPs.
- (j) Provide personal flags for those General Officers receiving honors.
- (k) Provide instructions for the ushers designated to break the flag for reviewing officer.
- (l) Publish the Change of Command Ceremony program to include I MEF lineage, sequence of events and appropriate biographies.

(11) Public Affairs Officer

- (a) Provide (1) SNCO as a point of contact for all aspects of the ceremony.
- (b) Coordinate local press coverage, media access and publicity for the relief and appointment.
- (c) Publish and disseminate post ceremony press release.
- (d) Provide a Marine to serve as the narrator. Provide the name to the G1 and the I MEF SgtMaj by 23 June 2016.

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(12) I MEF Color Sergeant. Ensure I MEF Color Guard attends all key personnel rehearsals with the appropriate battle colors with streamers.

(13) Commanding Officer, I MEF Headquarters Group

(a) Provide (1) Marine Officer (O6 pay grade) to serve as Commander, I MHG for the Change of Command ceremony.

(b) Provide (4) field grade officers (O4 or O5) and (4) senior SNCOs (E8 or E9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G1 and I MEF SgtMaj NLT 1000, 23 June 2016.

(c) Provide (1) ceremonial unit of (360) Marines in mass formation with an 18-man front. Provide (3) unit commanders, (3) unit guidon bearers, (6) platoon commanders, (6) Platoon Guides, and (6) Corpsmen.

(d) Provide (5) Marines for a working party to assist I MEF G4 with the setup and takedown of the I MEF 11 Area Parade Deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

(e) Provide (1) SNCO to be in charge of the working party. Have SNCOIC coordinate with I MEF G4.

(f) Provide the I MHG Battle Colors and Color Bearer.

(g) Provide (1) SgtMaj and (1) 1stSgt to assist the I MEF SgtMaj in all aspects of close order drill.

(h) Set up 50-State flag display (in proper order) along with sandbags/heavy stands.

(i) Provide (1) officer to be the I MHG AO for the event. The AO will attend all planning sessions and will be the primary POC for their Command. Ensure the I MEF AO has the POC information NLT 1000, 23 June 2016.

(j) In close coordination with the I MEF Sgt Maj, develop the enclosures (2) and (3).

(k) Provide area security (gear watch) on the 11 Area Parade Field from 1100 26 July 16 through 1400 27 July 16.

(14) Commanding General, 1st Marine Division (REIN)

(a) Assign (1) SgtMaj from the Division to be the point of contact for all aspects of the ceremony, and along with (1) 1stSgt, to assist the I MEF SgtMaj

Subj: LETTER ON INSTRUCTION (LOI) FOR THE CHANGE OF COMMAND CEREMONY FOR THE  
COMMANDING GENERAL I MARINE EXPEDITIONARY FORCE (I MEF)

in all aspects of close order drill.

(b) Provide (1) Marine Officer (O6 pay grade) to serve as Commander, 1st Marine Division for the Change of Command ceremony.

(c) Provide (4) field grade officers (O4 or O5) and (4) senior SNCOs (E8 or E9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G1 and I MEF SgtMaj NLT 1000, 23 June 2016.

(d) Provide (1) ceremonial unit of (360) Marines in mass formation with an 18-man front. Provide (3) unit commanders, (3) unit guidon bearers, (6) platoon commanders, (6) Platoon Guides, and (6) corpsmen.

(e) Provide the Division Battle Color and Color Bearer.

(f) Provide all Regimental Battle Colors and Color Bearers.

(g) Provide (10) Marines for a working party to assist I MEF G4 with the setup and takedown of the 11 Area Parade Deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

(h) Provide the following vehicles for the static display per enclosure (3); (2) LAV-25, (2) HIMARs, (2) MTRVs (up armored), (2) M777 howitzers, and (2) MRAPs.

(i) Provide the 1st Marine Division Band for rehearsals and ceremony. Additionally, provide the 1st Marine Division Battle Color and Color Bearer.

(j) Provide (1) officer to be the 1st Marine Division AO for the event. The AO will attend all planning sessions and will be the primary POC for their Command. Ensure the I MEF AO has the POC information NLT 1000, 23 June 2016.

(15) Commanding General, 3d Marine Aircraft Wing

(a) Assign (1) SgtMaj from the MAW to be the point of contact for all aspects of the ceremony, and along with one 1stSgt, assist the I MEF SgtMaj in all aspects of close order drill.

(b) Provide (1) Marine Officer (O6 pay grade) to serve as Commander, 3d MAW for the Change of Command ceremony.

(c) Provide (4) field grade officers (O4 or O5) and (4) senior SNCOs (E8 or E9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G1 and I MEF SgtMaj NLT 1000, 23 June 2016.

(d) Provide (1) ceremonial unit of (360) Marines in mass formation

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with an (18) man front. Provide (3) unit commanders, (3) unit guidon bearers, (6) platoon commanders, (6) Platoon Guides and (6) corpsmen.

(e) Provide the 3D MAW Battle Color.

(f) Provide all MAG Battle Colors and Color Bearers.

(g) Provide (5) Marines for a working party to assist I MEF G4 with the setup and takedown of the 11 Area Parade Deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (3).

(h) Provide (2) Aircraft, (1) UH-1Y and (1) AH-1Z, for use in the static display with arrival and departure in accordance with enclosure (3).

(i) Provide (1) officer to be the 1st MLG AO for the event. The AO will attend all planning sessions and will be the primary POC for their Command. Ensure the I MEF AO has the POC information NLT 1000, 23 June 2016.

(16) Commanding General, 1st Marine Logistics Group.

(a) Assign (1) SgtMaj from the MLG to be the point of contact for all aspects of the ceremony, and along with (1) 1stSgt, assist the I MEF SgtMaj in all aspects of close order drill.

(b) Provide (1) Marine Officer (O6 pay grade) to serve as Commander, 1st MLG for the Change of Command ceremony.

(c) Provide (4) field grade officers (O4 or O5) and (4) senior SNCOs (E8 or E9) to be in the parade staff. The SNCO will function as a point of contact for all aspects relating to the ceremony. Provide the name to the G1 and I MEF SgtMaj NLT 1000, 23 June 2016.

(d) Provide (1) ceremonial unit of (360) Marines in mass formation with an (18) man front. Provide (3) unit commanders, (3) unit guidon bearers, (6) platoon commanders, (6) Platoon Guides and 6 corpsmen.

(e) Provide the 1st MLG Battle Color and Color Bearer.

(f) Provide all Regimental Battle Colors and Color Bearers.

(g) Provide (5) Marines for a working party to assist the protocol officer with the setup and takedown of the 11 Area Parade Deck and additional ceremony gear, during all rehearsals and ceremony in accordance with enclosure (1).

(i) Provide (2) cranes, (2) HMMWV's (high-back) and (1) Holiday flag to be placed as part of the static display as per enclosure (2).

(j) Provide all medical and Corpsmen support for both rehearsals and



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the ceremony.

(k) Coordinate (2) water bulls for water supply for rehearsals and ceremony to be placed near the reviewing area.

(l) On 7 July 2014 at 0700 provide a (40) Marine working party at the 11 Area Parade Deck to assist with marking the Parade Deck.

(m) Provide (1) officer to be the 1st MLG AO for the event. The AO will attend all planning sessions and will be the primary POC for their Command. Ensure the I MEF AO has the POC information NLT 1000, 23 June 2016.

(17) Commanding Officer, 11th Marine Expeditionary Unit

(a) Provide 11th MEU Battle Color and Color Bearer.

(b) Assign the 11th MEU SgtMaj to assist with the ceremony.

(18) Commanding Officer, 15th Marine Expeditionary Unit

(a) Provide 15th MEU Battle Color and Color Bearer.

(b) Assign the 15th MEU SgtMaj to assist with the ceremony.

c. Coordinating Instructions.

(1) Ensure all MSCs representatives attend planning meetings and rehearsals in accordance with enclosure (1).

(2) Ensure Marines and Sailors are invited and highly encouraged to view the ceremony.

(3) Uniform and Equipment.

(a) Ceremony participants will wear desert Marine Corps Combat Utility Uniform (MCCU) with sleeves rolled-up, eight-point cover and USMC issued boots. No weapons or field gear will be used.

(b) Color bearers will wear green harnesses with green cartridge belts.

(c) The uniform for the Ushers, Escorts and Drivers will be the Dress Blue "D" uniform with white barracks covers.

(4) Inclement Weather. The inclement weather location is TBD due to the MCP Pendleton Training Center / Theater Building 1330 is being remodeled and will not be available until December 2016.

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(5) Rehearsal Schedule. See enclosure (1).

(6) Key personnel: Commander of Troops, MSC Troop Commander (O6) level, parade staff members, MSC guidon bearers with guidons, platoon guides, squad leaders, narrator, Band Representative 1st Marine Division Band, ushers, all Colors, Color Bearers, and MSC SgtsMaj and 1stSgts assigned to assist.

(7) Staging Area. All units will stage for rehearsals on the 11 Area Parade Deck in accordance with enclosure (2).

(8) Transportation. Individual MSCs are responsible for transportation of all designated participants for rehearsals and the change of command.

(9) Ushers/Escorts. Designated personnel will be under the operational control of the I MEF Protocol officer. The I MEF Protocol Officer is the coordinator for all arrangements for flag/general officers and VIPs. Escorts will be assigned to their respective flag/general officer for the duration of their stay. A driver and vehicle will be assigned to each escort. All Marines assigned as ushers/escorts and drivers will meet with the I MEF Protocol Officer at the 11 Area Parade Deck at 0800 on 26 July 2016.

4. Administration and Logistics. This LOI is effective upon receipt.

a. Each MSC is responsible for transporting their personnel to and from the 11 Area parade field.

5. Command and Signal.

a. Ceremony Point of Contact. I MEF point of contact is SgtMaj Kasal at Office: (760) 725-9252 / Cell: (760) 464-9872 or SgtMaj Wilson at (760) 763-2687.

b. Protocol Points of Contact. I MEF point of contact is Mr. Nary (760) 725-9298 (DSN 365).

c. Staff Secretary. I MEF Staff Sec is Maj George Velazquez (760) 763-0445 (DSN 361)

d. Action Officer. The Action Officer for planning and coordination of this event is Maj George Velazquez (760) 763-0445 (DSN 361).

  
J. J. Russell  
Operations Officer

Distribution: Lists I/II

## I MEF Change of Command Timeline



All dates for 2016

| DATE/TIME                     | EVENT             | LOCATION                           | PARTICIPANTS   |  |
|-------------------------------|-------------------|------------------------------------|--|--|
| 21 May<br>1600-1700<br>(Wed)  | LOI Working Group | I MEF Command Deck Conference Room | <ul style="list-style-type: none"> <li>• I MEF COS</li> <li>• I MEF SgtMaj</li> <li>• MHG SgtMaj</li> <li>• MEF G1 Rep</li> <li>• MEF G2 Rep</li> <li>• MEF G3 Rep</li> <li>• MEF G4 Rep</li> <li>• MEF G6 Rep</li> <li>• MEF G7 Rep</li> <li>• MEF G8 Rep</li> <li>• 1MARDIV G-3 Rep</li> <li>• 1stMLG G-3 Rep</li> <li>• 3d MAW G-3 Rep</li> <li>• MCB CPen Rep</li> </ul> | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• SSEC Rep</li> <li>• 1MARDIV SgtMaj</li> <li>• 1stMLG SgtMaj</li> <li>• 3d MAW SgtMaj</li> <li>• I MHG SgtMaj</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> <li>• 1MARDIV Band Rep</li> <li>• 11 Area Rep</li> <li>• Narrator</li> </ul> |
| 16 June<br>1400-1530<br>(Thu) | IPC               | I MEF Command Deck Conference Room | <ul style="list-style-type: none"> <li>• I MEF COS</li> <li>• I MEF SgtMaj</li> <li>• MHG SgtMaj</li> <li>• MEF G1 Rep</li> <li>• MEF G2 Rep</li> <li>• MEF G3 Rep</li> <li>• MEF G4 Rep</li> <li>• MEF G6 Rep</li> <li>• MEF G7 Rep</li> <li>• MEF G8 Rep</li> <li>• 1MARDIV G-3 Rep</li> <li>• 1stMLG G-3 Rep</li> <li>• 3d MAW G-3 Rep</li> <li>• MCB CPen Rep</li> </ul> | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• SSEC Rep</li> <li>• 1MARDIV SgtMaj</li> <li>• 1stMLG SgtMaj</li> <li>• 3d MAW SgtMaj</li> <li>• I MHG SgtMaj</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> <li>• 1MARDIV Band Rep</li> <li>• 11 Area Rep</li> <li>• Narrator</li> </ul> |
| 23 June<br>NLT 1000<br>(Thu)  | Names due to G-1  | I MEF G-1                          | <ul style="list-style-type: none"> <li>• I MEF Staff</li> <li>• 1MARDIV</li> <li>• 3d MAW</li> </ul>   | <ul style="list-style-type: none"> <li>• I MHG</li> <li>• 1st MLG</li> </ul>   |
| 5 July<br>1300-1430<br>(Wed)  | MPC               | I MEF Command Deck Conference Room | <ul style="list-style-type: none"> <li>• I MEF COS</li> <li>• I MEF SgtMaj</li> <li>• MHG SgtMaj</li> <li>• MEF G1 Rep</li> <li>• MEF G2 Rep</li> <li>• MEF G3 Rep</li> <li>• MEF G4 Rep</li> <li>• MEF G6 Rep</li> <li>• MEF G7 Rep</li> <li>• MEF G8 Rep</li> <li>• 1MARDIV G-3 Rep</li> <li>• 1stMLG G-3 Rep</li> <li>• 3d MAW G-3 Rep</li> <li>• MCB CPen Rep</li> </ul> | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• SSEC Rep</li> <li>• 1MARDIV SgtMaj</li> <li>• 1stMLG SgtMaj</li> <li>• 3d MAW SgtMaj</li> <li>• I MHG SgtMaj</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> <li>• 1MARDIV Band Rep</li> <li>• 11 Area Rep</li> <li>• Narrator</li> </ul> |
| 18 July<br>1300-1430<br>(Mon) | FPC               | I MEF Command Deck Conference Room | <ul style="list-style-type: none"> <li>• I MEF COS</li> <li>• I MEF SgtMaj</li> <li>• MHG SgtMaj</li> </ul>  | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• SSEC Rep</li> </ul>  |

|  |   |                     |   |   |
|--|---|---------------------|---|---|
|  |   |                     | <ul style="list-style-type: none"> <li>• MEF G1 Rep</li> <li>• MEF G2 Rep</li> <li>• MEF G3 Rep</li> <li>• MEF G4 Rep</li> <li>• MEF G6 Rep</li> <li>• MEF G7 Rep</li> <li>• MEF G8 Rep</li> <li>• 1MARDIV G-3 Rep</li> <li>• 1stMLG G-3 Rep</li> <li>• 3d MAW G-3 Rep</li> <li>• MCB CPen Rep</li> </ul>           | <ul style="list-style-type: none"> <li>• 1MARDIV SgtMaj</li> <li>• 1stMLG SgtMaj</li> <li>• 3d MAW SgtMaj</li> <li>• I MHG SgtMaj</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> <li>• 1MARDIV Band Rep</li> <li>• 11 Area Rep</li> <li>• Narrator</li> </ul>                     |
| 20 Jul<br>0900-1100<br>(Wed)<br><br>MEF SgtMaj<br>will<br>arrive<br>0800 with<br>key-<br>leaders<br>for<br>initial<br>talk-<br>through | Chalk Talk,<br>Walk through,<br>Field Marking | 11 Area Parade Deck | <ul style="list-style-type: none"> <li>• I MEF SgtMaj</li> <li>• COT</li> <li>• MHG SgtMaj</li> <li>• MEF G-1 Rep</li> <li>• MEF G-3 Rep</li> <li>• MEF G-4 Rep</li> <li>• MEF G-6 Rep</li> <li>• 11 Area Rep</li> <li>• Parade Staff</li> <li>• Narrator</li> <li>• MCB Rep</li> <li>• 1MARDIV Band Rep</li> </ul> | <ul style="list-style-type: none"> <li>• MEF Protocol Rep</li> <li>• MEF PAO Rep</li> <li>• 1MARDIV SgtMaj</li> <li>• 1stMLG SgtMaj</li> <li>• 3d MAW SgtMaj</li> <li>• I MHG SgtMaj</li> <li>• 11th/15th MEU<br/>SgtMaj Rep</li> <li>• I MHG S-3/S-4</li> <li>• I MEF Color Sgt</li> <li>• PMO Rep</li> <li>• MEF Surgeon Rep</li> </ul> |
| 21 July<br>0830-1100<br>(Thu)  | Rehearsal                                     | 11 Area Parade Deck | Key Personnel with SgtsMaj, MCI-W Rep, G6, Corpsmen support for practice  |   |
| 22 July<br>0830-1100<br>(Fri)  | Rehearsal                                     | 11 Area Parade Deck | Key Personnel with SgtsMaj, MCI-W Rep, G6, Corpsmen support for practice  |   |
| 25 July<br>0800-1100<br>(Mon)  | Rehearsal                                     | 11 Area Parade Deck | • All hands   |   |
| 26 July<br>0800-1000   | Rehearsal                                     | 11 Area Parade Deck | • All Hands   |   |
| 26 July<br>1300-done<br>(Tue)  | Setup chairs,<br>flag-stands,<br>contract AVI | 11 Area Parade Deck | Working Party, I MEF G6   |   |
| 26 July<br>1400-1500<br>(Tue)  | Static Display<br>Vehicle<br>Arrival          | 11 Area Parade Deck | 1MARDIV, 1st MLG, I MHG   |   |
| 26 July<br>1600-1700<br>(Tue)  | Static Display<br>aircraft<br>arrival         | 11 Area Parade Deck | • 3D MAW  |   |
| 27 July<br>0800-0900<br>(Wed)  | Place flags<br>into flag-<br>stands           | 11 Area Parade Deck | Working Party, I MHG  |   |
| 27 July<br>1000-1200<br>(Wed)  | Change of<br>Command                          | 11 Area Parade Deck | • All Hands   |   |
| 27 July<br>1200-1300<br>(Wed)  | Takedown<br>Chairs, Flags                     | 11 Area Parade Deck | • Working Party   |   |
| 27 July<br>1200-1300<br>(Wed)  | Static Display<br>Vehicles<br>Depart          | 11 Area Parade Deck | 1MARDIV, 1st MLG, I MHG   |   |
| 27 July<br>1400-1500<br>(Wed)  | Static Display<br>Aircraft<br>Depart          | 11 Area Parade Deck | • 3D MAW  |   |